



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

UNCLASSIFIED

DEPUTY DIRECTOR, STRATEGY & PLANNING

Class No. 002241

■ CLASSIFICATION PURPOSE

To develop Health and Human Services Agency (HHSA) strategic plans; to plan and coordinate internal change efforts; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a one-position executive management class allocated only to the HHSA. Under administrative direction, the Deputy Director, Strategy and Planning reports to the Director, HHSA and is responsible for coordinating strategic planning projects and organizational change efforts for all areas within the HHSA.

■ FUNCTIONS

The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Directs and coordinates strategic planning and analysis of all HHSA activities, services and systems.
2. Assists the Director in developing HHSA objectives, goals and developing evaluation and monitoring methodologies.
3. Directs the development of new programs and grant proposals.
4. Plans and directs HHSA transformation processes, continuous improvement processes and organizational change efforts.
5. Maintains effective relationships with legislative bodies and legislative advocacy groups.
6. Coordinates legislative initiatives affecting the HHSA.
7. Assists HHSA staff in initiating, preparing, and analyzing legislation and developing grant requests in support of program needs.
8. Provides technical assistance to HHSA staff by providing guidance and answering inquiries on federal and state legislation, codes, requirements, and funding sources.
9. Meets with staff, citizen or community groups, representatives from public/private medical agencies, and federal/state officials to assess and evaluate health and human services and needs.
10. Performs special studies or projects as assigned by the Director, HHSA.
11. Provides courteous, high quality service to members of the public by personally responding to requests for service or appropriate referral.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Strategic planning, evaluation, and policy analysis methods and models.
- Program planning, development, implementation and evaluation related to a variety of health and human services programs.
- Principles and practices of organizational development, change advocacy and management.
- Federal, state, and local laws, regulations, codes, finance systems and funding sources related to health and human services.
- Current health and human services policy issues in the public and private sector.

- Community resources available to implement and provide health and human services programs.
- Principles and theory of public administration including general administration and human resource management.
- The General Management System in principle and in practice.
- Automated information systems software and hardware related to health and human services planning support.
- County customer service objectives and strategies.

Skills and Abilities to:

- Ensure that HHSA activities conform with federal, state, and local laws and regulations.
- Identify and resolve HHSA operational problems.
- Advocate, implement, lead and evaluate major organizational change initiatives.
- Prepare executive-level correspondence and reports.
- Establish and maintain effective working and diplomatic relations with staff, the public, community groups, and representatives from governmental, industry, media, and other agencies.
- Maintain effective audio-visual discrimination and perception needed for making observations, communicating with others and reading and writing.
- Maintain mental capacity, which allows the capability of making sound decisions and demonstrating intellectual capacities.
- Communicate effectively orally and in writing.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

Office environment; exposure to computer screens.

Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

Persons serving in positions in the Unclassified Service do not accrue tenure and serve at the pleasure of the appointing authority (Charter of the County of San Diego Section 909.2).

New: April 24, 1998

Reviewed: Spring 2003

Revised: June 15, 2004

Retitle: February 24, 2006 (previously Strategy & Planning Director, HHSA)

Deputy Director, Strategy & Planning (Class No. 002241)

Union Code: EM

Variable Entry: Y